



## Special Water Meter Reading Application

A special meter reading provides the amount of water usage at the nominated property from the date the last account was billed up until the preferred reading date. Please ensure that you review the Water and Sewer Charging Policy prior to submitting this form. Fees apply for submission of this form; please refer to Council's current Fees and Charges Schedule.

APPLICANT DETAILS			
<b>Applicant Name:</b>		<b>Date:</b>	
<b>Business/Company Name (if applicable):</b>			
<b>Postal Address:</b>			
<b>Email Address:</b>			
<b>Phone No:</b>			
<b>Reason for special meter reading:</b>			
<b>Preferred option for bill delivery:</b>	<input type="checkbox"/> Post	<input type="checkbox"/> Email	
<b>Applicant's Signature:</b>			
PROPERTY DETAILS			
<b>Property Address:</b>			
<b>Assessment Number:</b> <i>(or Lot / Section / DP)</i>			
<b>Property Owner Name:</b> <i>(if different from applicant details)</i>			
<b>Property Owner Phone No:</b> <i>(if different from applicant details)</i>			
<b>Preferred Meter Read Date:</b> <i>(a minimum of four working days is required)</i>			
PAYMENT AND METER READ DETAILS (Office Use Only)			
<b>Application Fee:</b>			
<b>Receipt Number:</b>			
<b>Water Meter Number:</b>			
<b>Last Account Meter Read:</b>		<b>Date:</b>	
<b>New (Special) Meter Read:</b>		<b>Date:</b>	

### PRIVACY STATEMENT

Snowy Valleys Council (council) is collecting your personal information solely for the purpose of administering this application. Council will take all reasonable and appropriate steps to protect the privacy of individuals having regard to the requirements of the *Privacy and Personal Information Protection Act 1998* and the *Government Information (Public Access) Act 2009*. Council will not disclose your personal information to any person or body if it is not directly related to the purpose for which the information was collected. Questions concerning privacy or the use of your personal information may be referred to Council's Public Officer.